

DTR-0877

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23 May 1968

**MEMORANDUM FOR: Deputy Director for Support**

**SUBJECT : Weekly Report of the Office of Training**

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3. Intelligence Course to be given

An abbreviated version of the Introduction to Intelligence Course is scheduled to be given in June for 15 supervisors of OL/PSD. The four

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half-day sessions will be given in the PSD building.

4. Six-Month Training Schedule Goes to Press

The schedule of OTR courses for the period July-December 1968 has been sent to the Printing Services Division. Copies will be distributed to all training officers before the end of May.

5. Brookings Special Refresher Seminar

The Brookings Institution has invited certain of our past participants in the Conferences for Federal Executives on Business Operations to attend a special refresher seminar on business and public policy to be held 19 and 20 June. We have learned of invitations being received by

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The Office of Logistics has given technical approval to put a bituminous surface on the [REDACTED] Two contractors have expressed interest in performing this work.

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7. Non-Agency Briefing

At the request of the Office of the DCI, the Chief, Intelligence School, went to New London, Connecticut, on 12 May to brief 50 members of the New London County Medical Auxiliary on "The Role of CIA in National Security."

8. Other Training Topics in Brief

A group of 12 Army officers destined for duty in Vietnam are participating in a two-week [REDACTED] Operations Seminar which was planned jointly by OTR and FE Division and got underway on 22 May in the Magazine Building. . . . A special CS Orientation Course for DDS&T personnel, first run last September, will be given again at [REDACTED] beginning 24 June for about 20 students. . . . We are preparing a memorandum to go to Agency training officers and all component budget and fiscal officers stipulating which external courses will be accommodated in the OTR FY 1969 operating budget. A supplemental memorandum will go to those CS components which are the heaviest users of FSI language training. . . . Our Registrar Staff has recently adopted the practice of attaching an "OTR Evaluation Summary" to printed announcements of external training courses which are circulated to Agency training officers. This form is intended to convey in succinct fashion our opinion of the courses based on past experience or other information which only OTR might have.

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/s/  
John Richardson  
John Richardson  
Director of Training

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